

**Town Meeting Coordinating Committee**  
Meeting of Monday, February 22, 2010  
Bangs Community Center, room 101

**Attendance:** Peggy Roberts, Nonny Burack, Rob Crowner, Mary Streeter, Carol Gray; absent: Harry Brooks, Dorwenda Bynum-Lewis

**1. Call to order:** Peggy calls the meeting to order at 4:33pm.

**2. Minutes of previous meeting:** Following discussion described in agenda item 4, Mary moves, Carol seconds, and the committee approves by a vote of 5-0 the minutes of February 8, 2010 with amendments.

**3. Listserv postings:** Mary reports that she recently posted several notices to the Town Meeting listserv, including one soliciting volunteers to fill vacancies on town committees. She has not yet posted to the list or on the town website the dates for TMCC's Spring events. The committee discusses the timing (before or after the town election?) and format (all at once or staggered?) for these announcements, once the dates are confirmed.

The committee discusses whether the meetings of other committees should be posted to the listserv, particularly when they include public hearings. The Planning Board, Finance Committee, School Committee, CPA Committee, Conservation Commission, and Tree Warden are mentioned as potential candidates for listserv announcements. Peggy notes that TMCC has been prompted to assist in outreach efforts by a member of the Select Board. Mary notes that only the Planning Board and CPA Committee typically hold required public hearings in advance of relevant Town Meeting articles. Carol advises sending out a single notice listing the Planning Board zoning amendment hearings.

**4. TMCC webpage:** In considering the minutes of the previous meeting, the committee revisits and clarifies its discussion of a draft memo regarding petition articles. Carol will complete the draft, adding references to a variety of past petition articles and ensuring that accurate legal information is included, and Nonny will perform copyediting duties. Carol cautions against implying that contacting town staff in advance of filing a petition article is, noting that there is time for town counsel to review article language between the filing deadline and when the warrant is signed. Mary notes that a final version of this document can be delivered to anyone who files petitions by the March 8 deadline.

Mary reports that she has updated the TMCC webpage based on feedback received at the last meeting. Carol requests that the phone number and email address of each member be included in the membership chart in order to make it easier for people to contact TMCC. It is noted that the only phone number currently listed on the page is for the Select Board office, though the TMCC email address is also there. Peggy states that town staff has forwarded phone messages to her on several occasions and believes that email contact is more convenient for most people. Committee members informally agree to have personal phone numbers be added to the chart.

The committee discusses other information that may be added to the website, including how to run for town meeting, a pitch to serve on TMCC, requesting a mentor, volunteering to mentor, and how to call a special town meeting. Peggy would like all "top-level" information to be easily accessible on the TMCC webpage and suggests a "Help for new Town Meeting members" page. Carol suggests listing such information in FAQ format with links to the documents and pages containing detailed answers and volunteers to draft a set of questions that could be the basis of a TMCC FAQ. Mary states that the town's web software is powerful but complex and that it can be more involved than expected to implement revisions to a webpage. Carol notes that many of the documents under discussion are not particularly time

sensitive and suggests that having the most important information available around the time of the town election is a reasonable goal.

**5. TMCC FY10 budget:** Nonny reports that Harry confirmed a positive balance in the TMCC budget.

**6. Electronic voting:** No report.

**7. Spring projects:** Nonny reports that a member of the Town Clerk staff is responsible for posting the daily calendar on the electronic bulletin board in Town Hall.

Rob reports that the Superintendent of Public Works has indicated interest in a proposed DPW-centered budget forum. The committee brainstorms possible formats for the forum and suggests other possible panelists. Nonny reports that the Town Room is not available on April 8, so Harry will be asked to secure the ACTV studio if possible. Rob will begin to develop a program and the committee will help come up with questions to be addressed by the forum. A title for the forum must also be determined.

Mary distributes for feedback a draft of the sticker for the first Town Meeting packet. She notes that it does not have to be finalized until just before April 5.

Carol states that she has begun collecting materials for the bus tour, scheduled for April 18.

The committee discusses topics for a second forum, scheduled for April 22. "Affordable housing" and "creative cost savings" are two of the possibilities that Carol is investigating. A decision on whether to proceed with the second forum and what the topic will be is tabled until the next meeting.

**8. Future meetings:** No action.

**9. Adjournment:** The meeting is adjourned at 6:15pm.

Respectfully submitted,  
Rob Crowner

Documents distributed at the meeting:

1. agenda
2. draft minutes of February 8, 2010 meeting
3. TMCC documents on running for Town Meeting, mentoring, guidelines for petition articles, and being a member of TMCC
4. memo detailing recommendations for using internet to disseminate information, dated 8/31/06